

INDEPENDENT CENTERS

Centers may participate in CACFP either as an independent center or under a sponsoring organization; provided, however, that public and private non-profit centers shall not be eligible to participate in CACFP under a for-profit sponsoring organization. Below are the requirements for centers that participate in CACFP as an Independent Center (Institution).

Eligible Institutions

An Independent Center (IC) may be a child care center, at-risk afterschool care center, emergency shelter, outside-school-hours care center, or adult day care center which enters into an agreement with SDE to assume final administrative and financial responsibility for CACFP operations. All Independent Centers, with the exception of for-profit centers, must be public or have tax exempt status under the Internal Revenue Code of 1986.

Please note: Head Start programs with only one center operate in CACFP as an Independent Center and must follow the provisions below.

ELIGIBLE PARTICIPANTS

CACFP serves the following participants enrolled in non-residential day care programs or residential homeless shelters:

- Children age 12 years or under
- Children of migrant workers age 15 or under
- Children and youth age 18 or under in emergency shelters;
- Children and youth age 18 or under at the start of the school year participating in At-Risk Afterschool Centers
- Participants of any age who have one or more disabilities, as determined by the State of Idaho, and when the majority of enrollees in the center are age 18 or under
- Adults participating in a qualifying adult day care center who are functionally impaired or 60 years of age or older

PROGRAM AGREEMENT

Each Institution shall enter into a single Permanent Agreement [7 CFR 226.6(b) (4)]. The agreement must be maintained by both SDE and the Institution for the entire time the Institution operates in CACFP under SDE and for three years thereafter.

APPLICATION

New and renewing Institutions must submit to SDE a complete application packet in MyIdahoCNP with all information required for its approval. The information must demonstrate that a new Institution has the administrative and financial capability to operate CACFP in accordance with 7 CFR 226.15 and with the performance standards set forth in 226.6(b) (1) (xviii), and that a renewing Institution has the administrative and financial capability to operate CACFP in accordance 7 CFR 226.15 and with the performance standards set forth in 226.6(b) (2) (vii). These requirements are included in greater detail in the Application Process and Annual Updates section of this manual.

ADMINISTRATIVE, FINANCIAL, AND MONITORING RESPONSIBILITY

Each Institution shall accept final administrative and financial responsibility for CACFP operations. Institutions may not contract out for management of CACFP. In addition, Institutions shall provide adequate supervisory and operational personnel for management and monitoring of CACFP.

RECORD MAINTENANCE

Each Institution shall establish procedures to collect and maintain all CACFP records required, as well as any records required by SDE. Failure to maintain such records shall be grounds for the denial of reimbursement for meals served during the period covered by the records in question and for the denial of reimbursement for costs associated with such records. Institutions must maintain records for three years plus the current program year. SDE allows Institutions to maintain records either in hard copy or electronically. The records must be legible and available to SDE during CACFP reviews. At a minimum, the following records shall be collected and maintained:

- Access to Institution's application packet and supporting documents in MyIdahoCNP, the SDE online application and claiming system
- Documentation of the enrollment of each participant at the Institution (except for outside-school-hours care centers, emergency shelters, and at-risk after school care centers)
 - Documentation of enrollment must be updated annually, signed and dated by a parent or legal guardian, and include information on each participant's normal days and hours of care and the meals normally received while in care
- All types of centers, except for emergency shelters and at-risk afterschool care centers, must maintain information used to determine eligibility for Free or Reduced-Price meals in accordance with 7 CFR 226.23(e)(1)
- Daily records indicating the number of participants in attendance and time of service meal counts, by type (breakfast, lunch, supper, and snacks), served to Institution participants
- Daily records indicating the number of meals, by type, served to adults performing labor necessary to the food service
- Copies of invoices, receipts, or other records required by the SDE financial management instruction to document:
 - Administrative costs claimed by the Institution
 - Operating costs claimed by the Institution
 - Income to the Program
- Copies of all claims for reimbursement submitted to SDE
- Receipts for all CACFP payments received from SDE
- Copies of menus and menu production records with supporting labels and standardized recipes
- Each CACFP monitoring review conducted by SDE with technical assistance, findings, and the corrective action prescribed and completed
- Information on training session date(s) and location(s), as well as topics presented, and names of participants
- Documentation of nonprofit food service to ensure that all CACFP reimbursement funds are used:
 - Solely for the conduct of the food service operation, or
 - To improve such food service operations, principally for the benefit of the enrolled participants
- Area eligibility determinations for at-risk afterschool care centers:
 - The Institution must provide SDE the current school year attendance area information that it has obtained, or verified with the appropriate school officials
 - This information will permit SDE to determine whether the center is located in eligible area

CLAIM SUBMISSION

Each Institution shall submit claims for reimbursement to SDE in accordance with 7 CFR 226.10. Please see the Claim Records and Process to Submit a Claim section of this manual for more information on SDE claim process and record keeping requirements.

SPECIAL MILK PROGRAM

Institutions may not participate in both the Child and Adult Care Food Program and the Special Milk Program at the same time.

ELDERLY FEEDING PROGRAMS

Institutions which are school food authorities may use facilities, equipment and personnel supported by CACFP funds to support a nonprofit nutrition program for the elderly, including a program funded under the Older Americans Act of 1965 (42 U.S.C.3001 et seq.).

REGULATIONS AND GUIDANCE

Each Institution must comply with all regulations issued by FNS and USDA, all instructions and handbooks issued by FNS and USDA to clarify or explain existing regulations, and all regulations, instructions and handbooks issued by SDE.

INFORMATION ON WIC

Each Institution (other than outside-school-hours care centers, at-risk afterschool care centers, emergency shelters, and adult day care centers) must ensure that parents of enrolled children are provided with current information on the benefits and importance of the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) and the eligibility requirements for WIC participation.

Center Provisions

ELIGIBLE CENTERS

An Independent Center (IC) may be a child care center, at-risk afterschool care center, emergency shelter, outside-school-hours care center, or adult day care center which enters into an agreement with SDE to assume final administrative and financial responsibility for CACFP operations. All Independent Centers, with the exception of for-profit centers, must be public or have tax exempt status under the Internal Revenue Code of 1986.

Please note: Head Start programs with only one center operate in CACFP as an Independent Center and must follow the provisions below.

LICENSING

Child care centers must have Federal, State, or local licensing to provide day care services to children in Idaho. Child care centers, which are complying with applicable procedures to renew licensing, may participate in CACFP during the renewal process, unless SDE has information that indicates that renewal will be denied. If licensing is not available, a child care center may participate if it demonstrates compliance with the CACFP child care standards provided in the Application Process and Annual Update section of this manual.

NON-TRADITIONAL CENTERS EXEMPT FROM LICENSING REQUIREMENTS

CACFP regulations do not require at-risk afterschool care centers, outside school hours care centers (OSHCCs), or emergency shelters to be licensed; however, they must meet State or local health and safety standards [7 CFR 226.6 (d)(1)]. Please refer to the Application Process and Annual Update section of this manual for more information on Idaho health and safety documentation requirements.

REIMBURSABLE MEALS AND SNACKS

Each center participating in CACFP shall claim only the meal types specified in its SDE approved site application in MyIdahoCNP as per the meal pattern requirements specified in the Meal Pattern Requirements specified in 7 CFR 226.20.

Centers must serve one or more of the following meal types— breakfast; lunch; supper; and snack. Reimbursement must not be claimed for more than two meals and one snack or one meal and two snacks provided daily to each [participant. Centers that operate only as an at-risk afterschool care center, reimbursement may only be claimed for one meal and one snack per participant per day.

Emergency shelters on weekdays and weekends may be approved to claim up to either:

- Three reimbursable meals: breakfast, lunch, and supper, or
- Two meals and one snack to each child, each day,

Only meals served in congregate meal settings are eligible for reimbursement. Meals which are consumed in private family quarters in an emergency shelter are not reimbursable.

For-profit child care centers may not claim reimbursement for meals served to children in any month in which less than 25 percent of the children in care (enrolled or licensed capacity, whichever is less) were eligible for Free or Reduced-Price meals or were Title XX beneficiaries. However, children who only receive at-risk afterschool snacks and/or at-risk afterschool meals must not be included in this percentage.

A child care center with preschool children may also be approved to serve a breakfast, snack, and supper to school-age children participating in an outside-school-hours care program meeting the criteria in 7 CFR 226.19(b) that is distinct from its day care program for preschool-age children. SDE may authorize the service of lunch to such participating children who attend a school that does not offer a lunch program, provided that the limit of two meals and one snack, or one meal and two snacks, per child per day is not exceeded.

A child care center with preschool children may also be approved to serve one snack and one meal to school age children participating in an at-risk afterschool care program meeting the requirements of 7 CFR 226.17a that is distinct from its day care program for preschool children, provided that the limit of two meals, and one snack, or one meal and two snacks, per child per day is not exceeded.

FOOD SERVICE VENDOR CONTRACT

A center may utilize existing school food service facilities or obtain meals from a school food service facility. The center must have a written food service vendor contract between the center and SFA. The center shall maintain responsibility for CACFP requirements as outlined in this section. For more information on food service vendor contracts please see the Food Service Vendor Contract section of this manual.

ENROLLMENT AND PARTICIPANT ELIGIBILITY RECORDS

Child care centers shall collect and maintain documentation of the enrollment of each child, including information used to determine eligibility for Free and Reduced-Price meals in accordance with the Income Eligibility Forms section of this manual. In addition, Head Start participants need only have a Head Start statement of income eligibility or a statement of Head Start enrollment from an authorized Head Start representative, to be eligible for Free meal benefits under the CACFP. Documentation of enrollment must be updated annually, signed and dated by a parent or legal guardian, and include information on each child's normal days and hours of care and the meals normally received while in care. Enrollment documentation is not required for at-risk afterschool care centers, emergency shelters and outside school hour centers.

DAILY ATTENDANCE RECORDS

Centers must maintain daily attendance records indicating the number of participants in attendance. Idaho's licensing agency requires all child care centers and homes to maintain daily time in and out attendance records for each enrolled child. SDE and sponsoring organizations will use this documentation to verify claims monthly.

Head Start or qualified At-risk afterschool (see At-risk section in CACFP Manual) centers may record attendance as present/absent for part-day classrooms, which have a distinct beginning and ending, arrival and departure times are not routinely required. A record of each participant's presence or absence is sufficient. Any participant's deviations from the normal school day, such as late arrivals and early departures must be recorded with In/Out times.

DAILY TIME OF SERVICE MEAL COUNT RECORDS

Each center must maintain daily records of time of service meal counts by type (breakfast, lunch, supper, and snacks) served to participants, and to adults performing labor necessary to the food service. For all child care centers, emergency shelters, Head Start programs, outside-school-hours care centers, or adult day care centers, the meal counts must be maintained by each enrolled or participant's name.

MENUS AND MENU PRODUCTION RECORDS

A centers menus and menu production records must be maintained to document compliance with the CACFP meal pattern. Please see the Menu and Production Records section of this manual for more information on how to complete these records.

TRAINING REQUIREMENTS

The SDE provides training and technical assistance to new and renewing center key staff. In turn, centers must provide CACFP training and require their staff that did not attend SDE training, to attend their training prior to the center's participation in CACFP, and annually thereafter. The training must be provided to all staff who is involved with CACFP operations and record keeping.

Key staff required to complete SDE new center training

- Center owner and/or director
- Program contact if different from owner or director
- If applicable, the financial or business manager

TRAINING REQUIRED PRIOR TO BEGINNING CACFP DUTIES

The following center staff must be trained prior to starting duties in CACFP, and least annually thereafter:

- Cooks and Assistant Cooks
- Teachers and Assistant Teachers who supervise meals
- Staff who develop and plan menus
- Administrative staff who:
 - Approve Income Eligibility Forms
 - Develop the monthly enrollment eligibility roster
 - Distribute and collect enrollment information and Infant Feeding Benefit Notification forms
- Administrative or clerical staff who compile monthly meal counts and complete reimbursement claims
- Financial or business manager who develops the budget and completes the quarterly expenditure and revenue reports

Minimum training requirements established by SDE

- Meal pattern requirements for the ages of participants
- Serving sizes for the different age groups
- How to serve meals to participants
- How and when to take meal counts
- How and when to record attendance
- Menu planning
- How to complete and use menu production records to plan and prepare meals
- How to ensure meals provided by vendors meet CACFP requirements
- Meal service styles (family, cafeteria, combination style)
- Sanitation and kitchen safety requirements
- How to approve Income Eligibility Forms

- How to complete the monthly enrollment eligibility roster
- Civil Rights requirements (**must be provided to all center staff**)
- Accommodating children with special dietary needs
- 25% certification for For-Profit organizations
- Monitoring and training requirements

Child care centers with infants in care, the following are required training topics:

- Infant Feeding Benefit Notification form
- Meal pattern requirements for infants
- Recording daily menu requirements for infants
- How and when to record meal count for infants
- Creditable foods in infant meals

Additional Recommended Training Topics

Additionally, SDE recommends training on the following topics for all CACFP staff:

- Encouraging healthy eating habits
- How to incorporate more whole grain foods, vegetables, and fruits into menus
- Ways to encourage participant milk consumption
- Developmentally appropriate physical activities for young children

Training Documentation

All training must be documented with the following:

- The date, time, and location of training
- The name of the trainer
- The topics covered
- The names, positions, and signatures of staff in attendance
- The training material(s) used

Centers may use the CACFP Staff Training Form to document staff training or they may develop a form of their own. This form is located in MyIdahoCNP under download forms.

The SDE encourages centers to train staff more frequently than annually or on an ongoing basis. SDE periodically issues new or revised policy through memoranda that may require additional training of the center's staff throughout the year.

To determine staff training needs, centers should review past training documentation, monitor a meal service, monitor record keeping, and read recent SDE memoranda and correspondence. SDE may have videos and other training tools to assist centers with their internal CACFP training.

Training New Staff

In addition to annual training, all centers must have a procedure for training new staff on CACFP and Civil Rights requirements soon after they are hired and before they take responsibility for their CACFP duties. To provide adequate back-up, more than one staff person should be thoroughly trained in each CACFP function.

SDE Annual CACFP Mandatory Training

Each year at least one center key staff must attend the SDE CACFP training. Mandatory annual training occurs in August of each year and may be a combination of online and in person training. SDE will notify centers each year of the dates and places of the annual training(s) and provide registration information. Annual training highlights any changes in policy and procedures, provides Program updates, and focuses training on review findings from the current fiscal year. For returning centers, the training is a refresher course on CACFP administrative requirements.

Key Staff Required to Complete SDE Annual Training

- Center owner and/or director,

- Program contact and/or alternate program contact, or
- Claim contact (financial or business manager)

For more information on current SDE CACFP trainings available, please contact Idaho State Department of Education, Child Nutrition Programs, at (208) 332-6821 or check the CNP website for information about current trainings available.

RECORD KEEPING

Each center shall comply with the recordkeeping requirements established in 7 CFR 226.10(d), in paragraph (b) and in 226.15(e). Failure to maintain such records shall be grounds for the denial of reimbursement. SDE requires centers to maintain records for three years plus the current program year. SDE allows centers to maintain records either in hard copy or electronically. The records must be legible and available to SDE during Program reviews.

For more information specific to At-Risk Afterschool Centers, Outside School Hour Centers, or Adult Day Care Centers please refer to those sections in this manual.

Questions and Answers

HOW SHOULD MEALS SERVED TO ADULTS WHO PERFORM LABOR NECESSARY TO THE FOOD SERVICE BE RECORDED- BY TOTAL NUMBER OF MEALS OR BY ADULT NAMES?

Meals served to adults who perform labor necessary to the Food Service should be recorded by the total number of meals served per meal service on the Institution's meal count records.

Although meals for adults who perform labor necessary to the Food Service are not claimed for reimbursement, costs of these meals are part of food costs reported by the center or sponsoring organization [7 CFR 226.15(e)(5)].